

THE FUNDING COMMITTEE WAS ESTABLISHED BY THE MINISTRY FOR EMPLOYMENT AND TRAINING TO ASSIST IN THE IMPLEMENTATION OF THE CO-OPERATIVE DEVELOPMENT PROGRAM (CDP).

THE FUNDING COMMITTEE REPRESENTS AN INDEPENDENT SOURCE OF ADVICE FOR THE MINISTRY AND HAS THE FOLLOWING MEMBERSHIP:

MINISTRY OF EMPLOYMENT AND  
TRAINING (2)  
SMALL BUSINESS DEVELOPMENT  
CORPORATION (2)  
FUNDED CO-OPERATIVES (3)  
CO-OPERATIVE FEDERATION OF  
VICTORIA (1)  
REGISTRY OF CO-OPERATIVES (1)  
DEPARTMENT OF LABOUR AND  
INDUSTRY (1)

THE CO-OPERATIVE BUSINESS  
AND EDUCATION AND TRAINING  
UNITS ARE REPRESENTED IN A  
NON-VOTING CAPACITY. \*

THE ROLE OF THE FUNDING COMMITTEE IS TO HELP IN ASSESSING APPLICATIONS, INTERVIEWING APPLICANTS AND MAKING FUNDING RECOMMENDATIONS.

APPLICATIONS ARE INITIALLY PROCESSED BY THE MINISTRY'S CDP UNIT WHICH PREPARES ASSESSMENTS OF APPLICATIONS AND MEETS WITH APPLICANTS UNTIL THE UNIT CONSIDERS AN APPLICATION IS READY TO BE REFERRED TO THE FUNDING COMMITTEE.

A GROUP WILL BE CONSULTED ON A HEARING DATE AND, IF ACCEPTABLE, THIS WILL BE CONFIRMED IN WRITING.

THERE IS NO LIMIT ON THE NUMBER OF REPRESENTATIVES FROM A GROUP WHO CAN ATTEND A FUNDING COMMITTEE MEETING. IT IS DESIRABLE THAT AS MANY ACTUAL AND/OR POTENTIAL WORKERS AND DIRECTORS ATTEND THE FUNDING COMMITTEE MEETING AS CAN MAKE IT.

#### THE PROCESS AT AND AFTER A FUNDING COMMITTEE MEETING

1. THE FUNDING COMMITTEE CONVENES AND DISCUSSES THE APPLICATION - ISSUES, CONCERNS AND QUESTIONS ARE IDENTIFIED.
2. THE APPLICANTS' REPRESENTATIVES ARE INVITED INTO THE MEETING AND INTRODUCTIONS ARE MADE.
3. APPLICANTS ARE INVITED TO MAKE ANY INTRODUCTORY COMMENTS.
4. MEMBERS OF THE FUNDING COMMITTEE ASK QUESTIONS.
5. AT THE END OF THIS QUESTIONING APPLICANTS ARE INVITED TO ASK THEIR OWN QUESTIONS AND MAKE ANY FINAL COMMENTS.
6. THE APPLICANTS LEAVE MEMBERS OF THE FUNDING COMMITTEE DISCUSS THE APPLICATION AND MAKE A RECOMMENDATION. THE FUNDING COMMITTEE MAY SUGGEST SOME ADDITIONAL FUNDING CONDITIONS.

\* A LIST OF FUNDING COMMITTEE MEMBERS IS APPENDED.

7. THE CDP UNIT WRITES UP A RECOMMENDATION FOR THE MINISTRY AND THE MINISTER. THIS WILL INCLUDE AN ARGUMENT FOR OR AGAINST FUNDING, THE FUNDING COMMITTEE RECOMMENDATION AND ANY ADDITIONAL FUNDING CONDITIONS.
8. THE RECOMMENDATION IS PROCESSED. INVOLVE QUERIES AND CLARIFICATIONS.
9. SUBJECT TO 8. THE FINAL RECOMMENDATION IS RECEIVED BY THE MINISTER.
10. ONCE A DECISION IS MADE BY THE MINISTER A LETTER IS FORWARDED TO THE APPLICANTS TO INFORM THEM OF THE DECISION.

IF YOU DISAGREE WITH A DECISION YOU CAN ALWAYS APPEAL TO THE MINISTER, STATING YOUR REASONS IN DETAIL. PREFERABLY THESE REASONS SHOULD RELATE TO THE PROGRAM'S OBJECTIVES AND FUNDING CONDITIONS. THERE IS ALWAYS THE POSSIBILITY OF RECONSIDERATION OF AN APPLICATION.

IF YOU HAVE ANY FURTHER INQUIRIES CONCERNING THE FUNDING COMMITTEE PLEASE DO NOT HESITATE TO CONTACT THE CDP UNIT AT THE MINISTRY OF EMPLOYMENT AND TRAINING ON 658 6444.

25TH OCTOBER, 1982